

Advisor

December 2005



The following information was produced for the HR and Risk Management community in the State Personnel System. This is a format that is in transition, with the intention to make it easier for readers to pinpoint areas of interest, but more importantly, to dissect and send appropriate information to specific audiences under your own guidance. Please submit your thoughts on this newsletter design or the information contained herein to bob.monzel@state.co.us, and look for an evolution of this format in the months to come.

In this issue...

Total Compensation and Benefits

- *Retirement Choices and Eligibility Changes Take Effect January 2006*
- *Work-Life Awareness: Employee Flexibility and Lactation Rooms*
- *Nursing Mothers Must Be Given the Space to Do So*
- *Fair Labor Standards Act (FLSA) Update*
- *FMLA Corner*

Business Risk and Loss Control

- *Happy Stress-Less Holidays from C-SEAP!*
- *How All of Us Can Prevent Slips, Trips and Falls*
- *Winter's Upon Us, Are You Ready?*

Workforce Planning

- *Start the New Year With Some Training!*

Upcoming Events and General Announcements

- *FMLA Coordinators Meeting*
- *PPUG and HR Administrators*
- *New State Mediation Web Page Posted*

Retirement Choices and Eligibility Changes Take Effect January 2006

Effective January 1, 2006, all new hires (except higher education employees) are eligible for the new PERA and State Defined Contribution (DC) Plans in addition to PERA's Defined Benefit (DB) Plan. New hires have 60 days to review and elect the retirement plan for their career with the State of Colorado. If no election is made, employees will default to PERA's Defined Benefit Plan. [*Read or Print the full article...*](#)

Work-Life Awareness: Employee Flexibility and Lactation Rooms

This is the first in a series of articles addressing common questions for employees, supervisors, and managers regarding roles and expectations regarding workplace flexibility and alternative work arrangements.

The role of a supervisor or manager is critical in fostering a flexible workplace. In fact, supervisors and managers are held accountable by a number of Executive Orders addressing work-life issues. [*Read or Print the full article...*](#)

Fair Labor Standards Act (FLSA) Update

The Division of Human Resources (DHR) provides updates on the latest court decisions, current trends, and practical guidance related to the Fair Labor Standards Act (FLSA). This is critical information to state departments related to practices and policies established surrounding compliance with the FLSA.

Litigation and investigations of complaints related to compliance with the FLSA are at an all time high. [*Read or Print the full article...*](#)

Family Medical Leave Act (FMLA) Corner

Please share this information with FMLA Coordinators, payroll/benefits staff, and any others who work with the FMLA.

On The On Legal Front: Documentation Needed to Show Serious Health Condition Sufficient Notice of Need for Leave

[*Read or Print the full articles...*](#)

Happy Stress-Less Holidays from C-SEAP!

One of the most frequent complaints today is stress. Holidays appear to be an especially stressful time for many people. For some it is the more common holiday stressors of planning, preparing, shopping, crowds, spending, travel, weather, family, and time constraints. For others the stress during holidays may be focused on the loss of a loved one; a recent divorce; or living too far away from (or perhaps too close to) family members. Whatever the reasons, there is certainly no immunity to stress, so this pre-holiday season seems to be an ideal time to refresh some stress management skills. [*Read or Print the full article...*](#)

How All of Us Can Prevent Slips, Trips and Falls

Falls are responsible for about 12,000 injuries each year in the United States. They account for about 20 percent of all workers' compensation costs and generate thousands of strains, sprains, and broken bones. [*Read or Print the full article...*](#)

Winter's Upon Us, Are You Ready?

We all know how fast Colorado's weather can change from balmy to snowy. Now is the time to start thinking about winter safety both at home and work. [*Read or Print the full article...*](#)

Start the New Year With Some Training!

There are still January/February openings in classes for state employees to add to their knowledge base for the New Year. Please go to our Web site to [register for classes](#), or see other classes that are offered by DPA's training partner, [CSU](#).

Class	Cost	Class dates for January
The Nuts and Bolts of Supervising State Employees Certificate Program	\$250	January 10 & 12, 2006
Colorado Contract Management	\$100	January 24, 2006
Colorado Contract Writing, Planning and Processing	\$100	January 26, 2006
Hiring the Best	\$100	February 7, 2006
Rules for Supervisors and Managers: A Case Study	\$175	January 17, 2006
Progressive Discipline	\$175	January 18, 2006
Basic Procurement	\$30	January 30, 31, February 1, 2006

Upcoming Events and General Announcements

FMLA Coordinators Meeting

The next FMLA Coordinators meeting will be held on the stage in the Fort Logan auditorium on Thursday, January 26, 2006. The meeting will begin at 1:30 p.m. and last most of the afternoon.

PPUG and HR Administrators

The Retirement Choice Packet has been posted to the [Benefits](#) Web site under the "Retirement Plans" tab (formerly "Optional Tax Deferred Savings Plans"). In fact, the entire section has been updated to reflect the retirement choices for new hires effective 01/01/06.

New State Mediation Web Page Posted

A new [mediation](#) Web page has been posted as an alternative to, or in conjunction with the standard employee grievance process. Mediation of disputes by a neutral third party has been shown to be effective in helping resolve conflicts and provides for more accepted and lasting solutions than other means. There is no charge for mediation services provided by the program.